



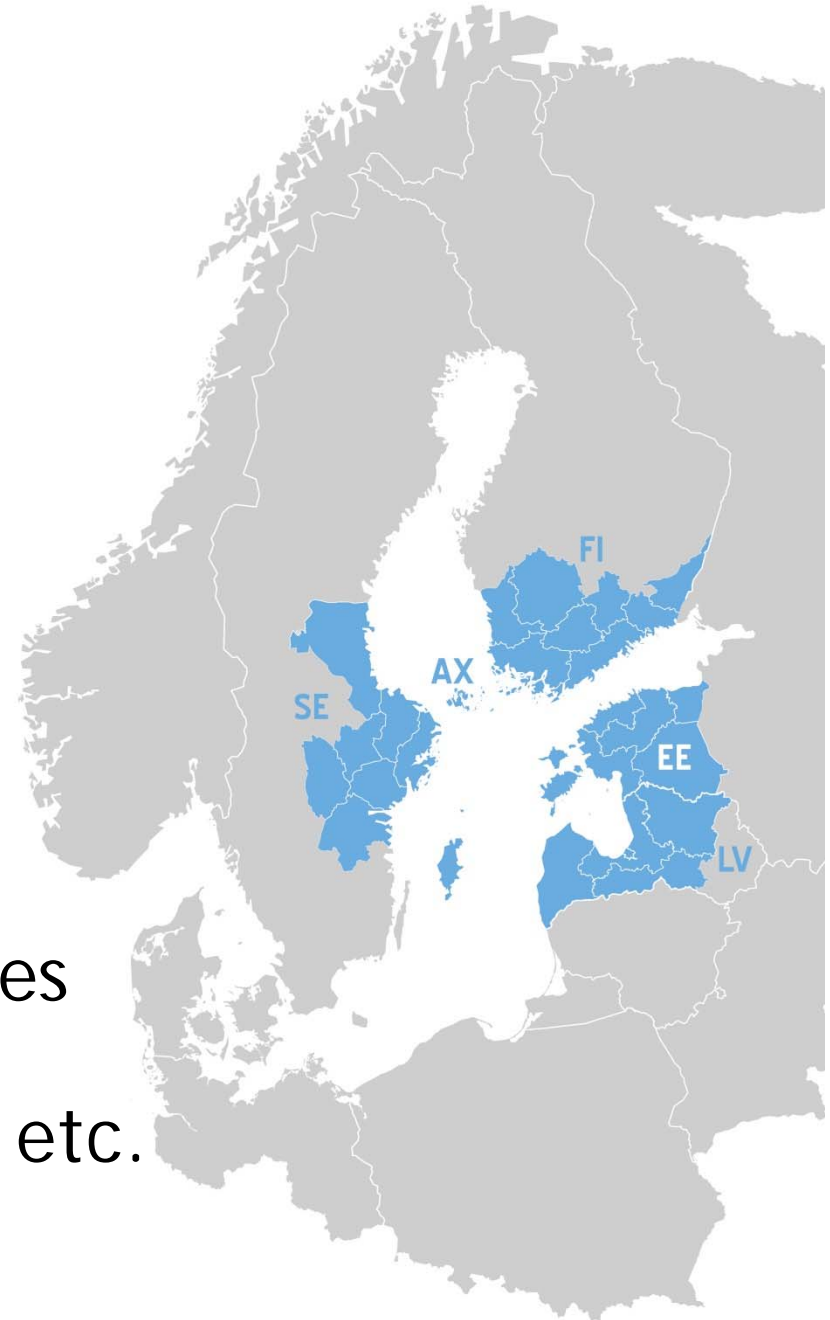
Project applicant seminar

Stockholm 29.11.2016

Tallinn 7.12.2016

Goals of the seminar

- Learning to prepare and complete a good project application
 - Small projects
 - Regular projects
- Guidance for practical issues such as building work packages, budget planning etc.



Seminar programme/Tallinn

- 10.15-12.00 Programme - project intervention logic
- 12.00-13.30 Lunch (not provided)
- 13.30-15.00 Partnership & developing a work plan
- 15.00-15.30 Afternoon coffee
- 15.30-16.30 Drafting a budget, attachments and submission
- 16.30-17.00 Questions & answers, conclusions



Project intervention logic



Elements of good project

- Demand-driven
 - Identified target group will be able to benefit from the project
- Relevance for the programme
 - Project contributes to the programme objectives and results
- Result oriented
 - Project will make a change by addressing the need of the target groups
- Real need for cross-border co-operation
 - Project would not succeed without international co-operation
- Sustainable
- Relevant partnership



Result orientation in 2014-2020

- Result as *" the ability to deliver an effect that is advantageous and a measurable change from the starting point"*
- The project result is what justifies the need to carry out the project
- A project is result-oriented when project partners agree what they will achieve (change) together, where (area) and for whom (target groups).

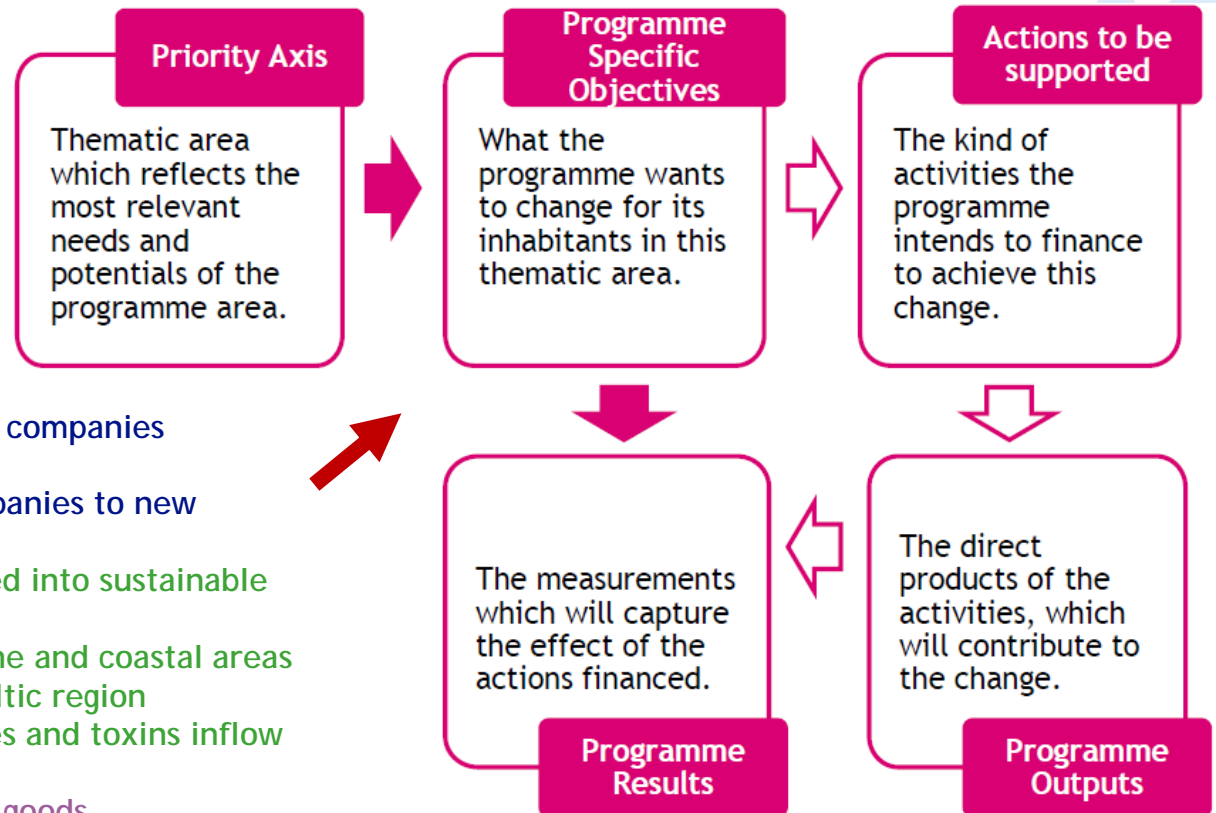


Does my project idea fit the programme?

- Does the project idea fit into the programme strategy (*Programme Document* and *Programme Manual*)
 - e.g. what are common territorial challenges addressed by the project?
- Project idea relevance
- Is this a right programme for us?



Programme intervention logic



- P1 - New Central Baltic knowledge intensive companies
- P1 - More entrepreneurial youth
- P1 - More exports by the Central Baltic companies to new markets
- P2 - Natural and cultural resources developed into sustainable tourist attractions
- P2 - Sustainably planned and managed marine and coastal areas
- P2 - Better urban planning in the Central Baltic region
- P2- Reduced nutrients, hazardous substances and toxins inflow into the Baltic Sea
- P3 - Improved transport flows of people and goods
- P3 - Improved services of existing small ports to improve local and regional mobility and contribute to tourism development
- P4 - More people benefiting from stronger Central Baltic communities
- P4 - More aligned vocational education and training (VET) programmes in the Central Baltic region

Programme intervention logic

P1 - Competitive economy

Programme specific objective	Programme result indicator	Programme output indicator
1.1. New Central Baltic knowledge intensive companies	Number of joint or co-operating knowledge intensive enterprises	Number of new enterprises supported
		Number of enterprises receiving support
1.2. More entrepreneurial youth	Number of established joint student companies	Number of participating young people
1.3. More exports by the Central Baltic companies to new markets	Number of cluster co-operations exporting to new markets	Number of enterprises receiving support
		Number of enterprises receiving non-financial support
		Number of enterprises supported to introduce new to the market products

Programme intervention logic

P2 - Sustainable use of common resources

Programme specific objective	Programme result indicator	Programme output indicator
2.1. Natural and cultural resources developed into sustainable tourist attractions	More sustainable joint natural and cultural heritage based tourist attractions	Number of targeted joint attractions
		Increase in expected number of visits to supported sites of cultural and natural heritage and attractions
2.2. Sustainably planned and managed marine and coastal areas	Share of marine and coastal areas with improved management	Number of jointly targeted planning and management activities
2.3. Better urban planning in the Central Baltic region	Share of urban areas covered with integrated urban management	Number of targeted integrated urban plans
2.4. Reduced nutrients, hazardous substances and toxins inflow into the Baltic Sea	Amounts of nutrients, hazardous substances and toxins inflows into the Baltic Sea	Number of targeted sources of nutrients, hazardous substances and toxins



Programme intervention logic

P3 - Well-connected region		
Programme specific objective	Programme result indicator	Programme output indicator
3.1. Improved transport flows of people and goods	Travel time of passengers	Number of developed and improved transport corridors and nodes
	Transport flows of goods	
3.2. Improved services of existing small ports to improve local and regional mobility and contribute to tourism development	Share of Central Baltic small ports with good services	Number of ports with improved services

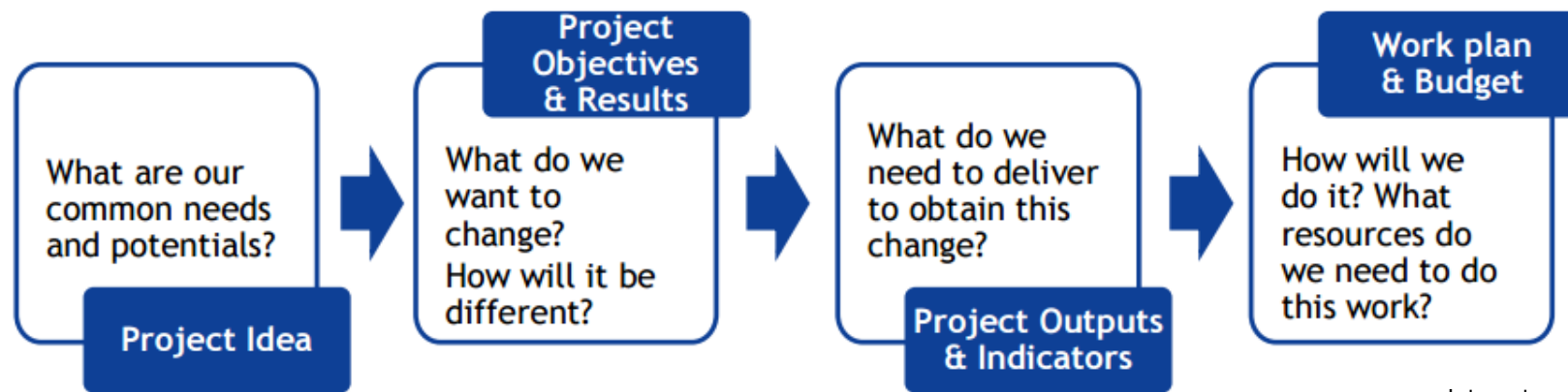


Programme intervention logic

P4 - Skilled and socially inclusive region		
Programme specific objective	Programme result indicator	Programme output indicator
4.1. More people benefitting from stronger Central Baltic communities	Communities with improvements	Number of participating people
4.2. More aligned vocational education and training (VET) programmes in the Central Baltic region	Share of aligned vocational education and training (VET) programmes in the Central Baltic region	Number of benefitting vocational education schools



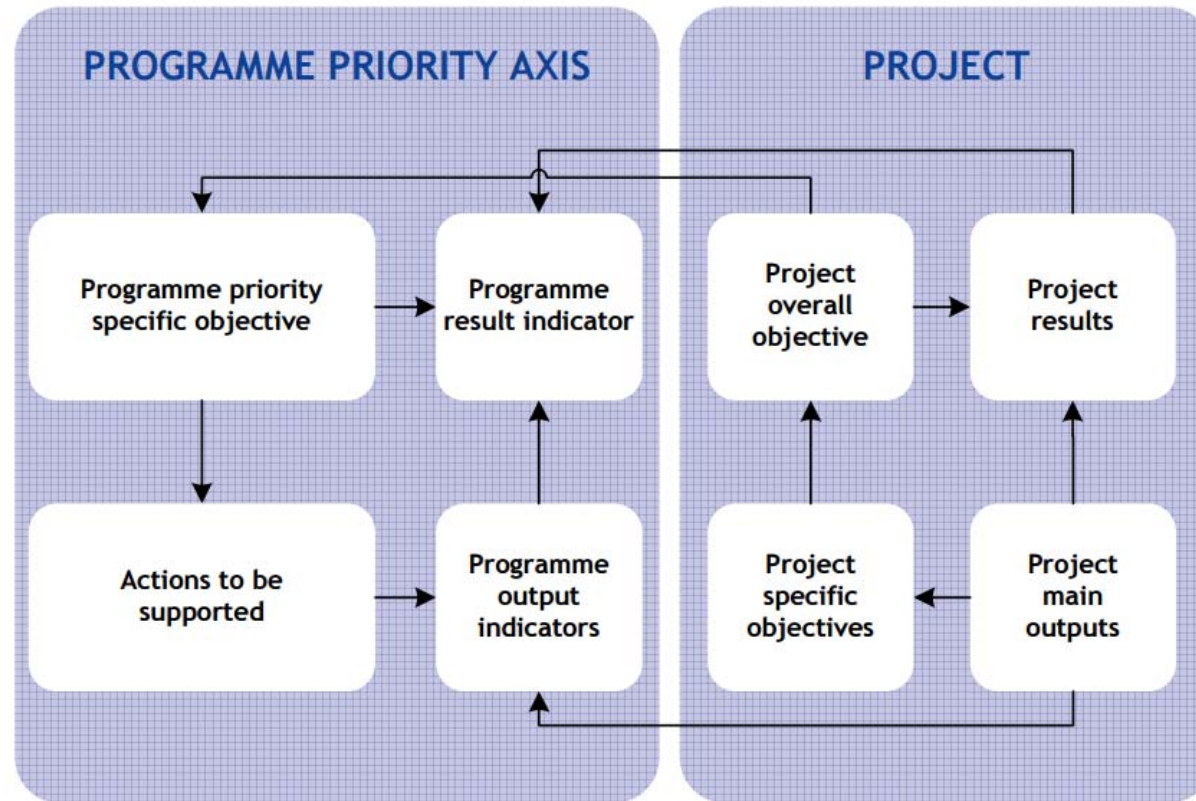
Project intervention logic



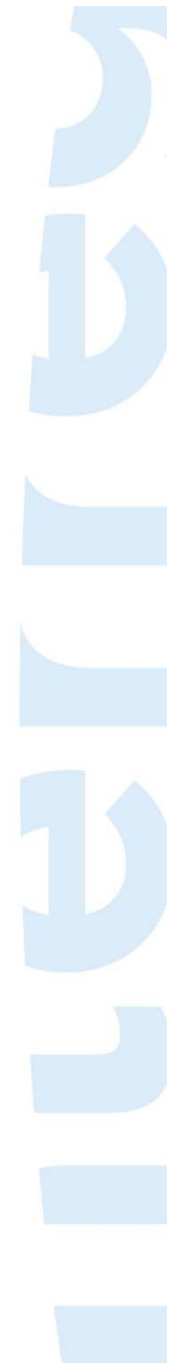
Interact



Linking programme and project intervention logic



Interact



Project intervention logic

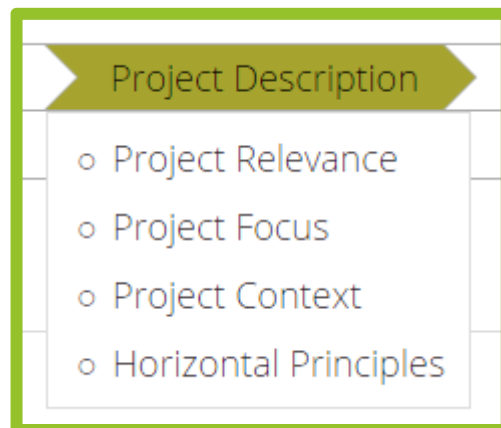
Term	Definition
Project overall objective	Provides overall context for what the project is trying to achieve, and aligns to programme priority specific objective. It relates to the strategic aspects of the project.
Project specific objective	A concrete statement describing what the project is trying to achieve. It refers to the project main outputs. It can be evaluated at the conclusion of a project to see whether it was achieved or not.
Project result	The immediate advantage of carrying out the project, telling us about the benefit of using the project main outputs. It should indicate the change the project is aiming for.
Project main output	Outcome of the activities funded, telling us what has actually been produced for the money given to the project. It can be captured by a programme output indicator, and directly contributes to the achievement of the project result.
Project work package	A group of related project activities required to produce project main outputs.
Project activity	Specific task performed for which resources are used. It's a work package component which may or may not result in a deliverable or an output.
Project deliverable	A side-product or service of the project that contributes to the development of a project's main output.

General information – before starting to fill in the application

- All information must be in English
- Be clear
- Do not repeat same information in different parts of the application but be precise
- All information must be presented in the Application Form – not in annexes
- Read the Programme Manual and the Guide for Filling in the Application Form
- The eMS is not a planning tool but a tool for submitting the application



Project description



Project description – Project relevance

Demand-driven

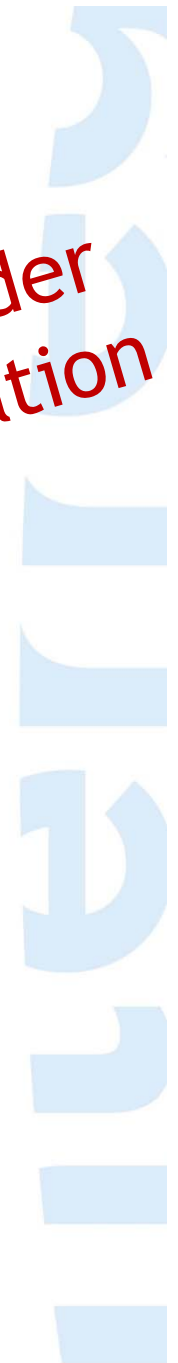
- **Cross-border challenge**
 - What is the cross-border challenge and opportunity the project will tackle?
 - What is the current situation?
 - Why the project is relevant to tackle the joint/ cross-border challenge?
 - Why the project can make the difference/ change?
- **Project approach**
 - How the project will approach the common cross-border challenge?
 - What is new and innovative about the approach?
 - New solutions that will be developed during the project
 - Existing solutions that will be adopted and implemented during the project
 - What way the approach goes beyond existing practice in the sector/programme area/participating countries



Project description – Project relevance

Real need for cross-border co-operation

- Cooperation reason
 - Why cross-border cooperation is needed to achieve the project objectives and results?
 - Why are the chosen partners important for successful implementation of the project?
- Cooperation criteria
 - How you will fulfil the four cooperation criteria?
 - Joint development
 - Joint implementation
 - Joint staffing
 - Joint financing



Project description - Project focus

Relevant

- Contribution to the specific objective of the programme
 - What the project is trying to achieve?
 - How project overall objective contributes to the chosen specific objective of the programme?
 - Keep in mind consistency between project objectives and programme specific objective
- Project specific objectives
 - What are the project's own specific objectives that it aims to fulfil?
 - Show direct and concrete contribution to the project overall objective
 - Maximum of three project specific objectives



Project description - Project focus

- Programme result indicator
 - Choose the relevant one
- Project main result
 - Provide information on how the project results link to the result indicator of your chosen specific objective
 - Aim to indicate to what extent the project will contribute to the programme result indicator

Relevant
Result-oriented

Programme Result Indicator

Programme Result Indicator ? R2.4. The amounts of nutrients, hazardous substances and toxins inflows into the ▼

Project Main Result

What are the project's main results and how do they link to the programme result indicator? (chosen from a dropdown ? menu)

The project will focus on reduction of nutrients inflows in three pilot areas ([Loviisa](#), [Gauja](#), [Dalälven](#) and [Kasari](#) rivers) where holistic innovative approach on nutrient reduction is tested during the project. The main focus will be in the reduction of phosphorous (P) inflows from agriculture. During the project duration the project will decrease the amount of nutrients inflows [XXXX](#). Besides resulting the reduced amount of phosphorous the project will establish a network of experts and regional support structures which will promote the use of piloted approach on phosphorous inflows from agriculture.

Project description - Project focus

- Durability and transferability of main outputs
 - What are the concrete measures taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results?
 - Aim to explain who will be responsible and/or who will be the owner of results and outputs

Sustainable



Project description - Project context

Relevant

Project context

- Demonstrate the priority status of your project in local and/or regional and/or national level strategy documents

Project contribution to EUSBSR

- Explain how the project activities and results contribute to the EU Strategy for the Baltic Sea Region (EUSBSR)
- Aim to specify the relevant priority area



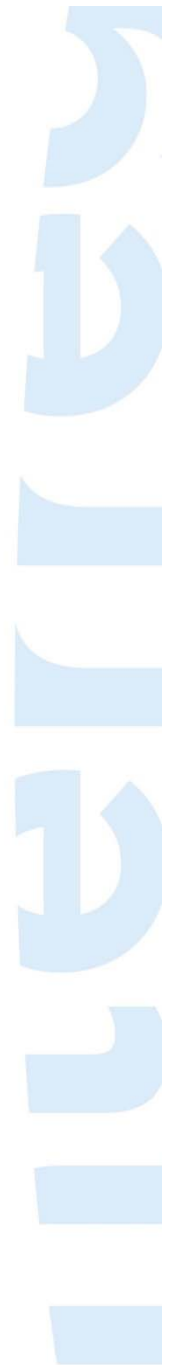
Project description - Project context

- Building on available knowledge
 - How the project builds on available knowledge?
 - How it utilises previous experiences and lessons learned from the project theme?
- Synergies with other projects
 - What are the synergies with other past or current EU and other -projects or (EU-)initiatives the project makes use of?

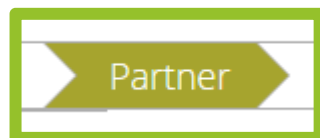


Project description - Horizontal principles

- Project contribution to
 - sustainable development, equal opportunities and non-discrimination and gender equality
 - low-carbon economy and ICT
- These need to be neutral or positive
- In case of positive impact give an explanation

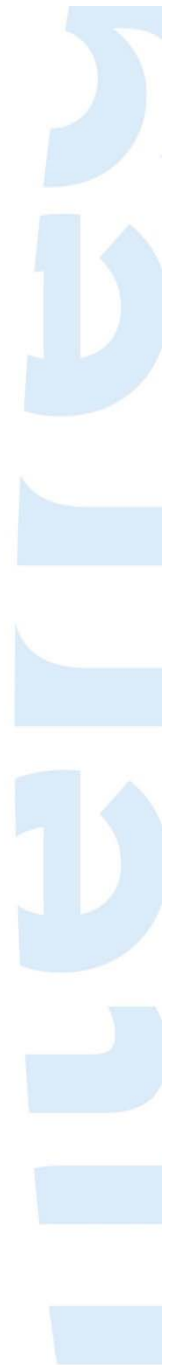


Partner



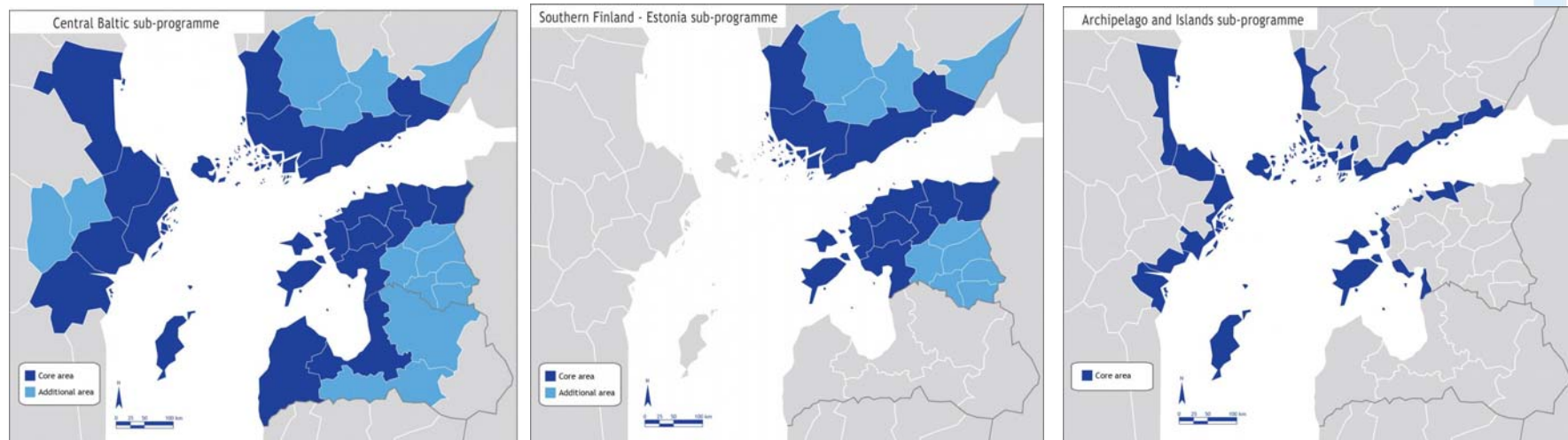
Partnership - topics to be covered:

- Eligibility requirements
- What we consider a good partnership
- Filling in the AF



Partner – geographical eligibility

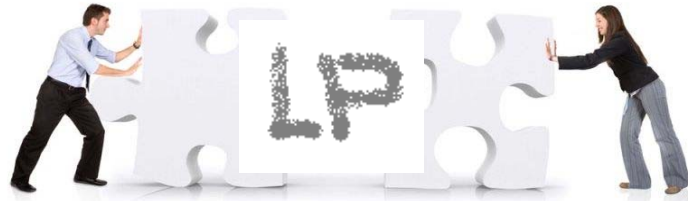
- Central Baltic sub-programme
- Southern Finland Estonia sub-programme
- Archipelago and Islands sub-programme
- At least one partner must be from core area





legal status eligibility





legal status eligibility

Same rules apply as for the PPs with **exception** -
SME cannot act as **LP in the project**.



Relevant and balanced partnership

- Necessary competence and expertise is available and balanced among countries
- PPs interests are closely linked with project aims
- Each PP has clear role
- PPs has institutional capacity to implement project
- End users, decision makers involvement





List of partners

Number ⇅	Name ⇅	Country ⇅	Inside programme area	Abbreviation ⇅
1	The lead partner organisation	SUOMI / FINLAND	Yes	LPorg
2	project partner No 2	SUOMI / FINLAND	Yes	PP2org

 New partner  New Associated Partner

- Indicate PP abbreviation



Filling in the AF

- Include VAT or other registration number



Possibility to Recover VAT

VAT Number

40103:

yes



VAT Number

Other National Identifying Number

802476-2836

Type Of Identifying Number

Organisation number



Possibility to Recover VAT

no




Filling in the AF - sufficient time to describe:

- Main competences and role of the partner in project:
 - why the partner is best to fulfill the specific role and implement the tasks in the partnership. What are the key competences relevant for that
- Benefit from the participating in the project
- Project implementation relevant experience:
 - organisation's experience in participating in and/or managing EU co-financed or other international projects



Filling in the AF – sufficient time to describe:

Main competences and role of partner in the project

Relevant Thematic Competence and Experience, and Role and Specific Contribution of the Partner in the Project 

Benefit from participating in the project

What is the benefit for the organisation from participating in the project

Relevant experience

What are relevant experiences for being partner and implementing assigned tasks? Please describe experiences from the relevant field of project implementation and experiences to lead international and complex projects.



Work plan

Workplan	Partner Bu
o Workpackage List	
o Target Groups	
o Reporting Periods	
o Activities Outside Union	

Work plan structure

Project Summary > Partner > Project Description > **Workplan** > Project Budget > Project Budget Overview > Attachments > Attachments J T S

Workpackage List

P PREPARATION		
Preparation		
<hr/>		
M MANAGEMENT	T1 IMPLEMENTATION	C COMMUNICATION
Management		Communication
<hr/>	<hr/>	<hr/>
	T2 IMPLEMENTATION	
	I1 INVESTMENT	
	Investment: Sweden	

Closure period - last three months only LP management activities

Work plan: requirements for structure

Project Summary > Partner > Project Description > **Workplan** > Project Budget > Project Budget Overview > Attachments > Attachments J T S

Workpackage List

P PREPARATION		
Preparation		
M MANAGEMENT	T1 IMPLEMENTATION	C COMMUNICATION
Management		Communication
	T2 IMPLEMENTATION	
	I1 INVESTMENT	
	Investment: Sweden	

Small project:
Preparation
Management
1 Implementation

Regular project:
Preparation
Management
number x? Implementation
Communication
number x? Investment
(optional)

WP PREPARATION

Preparation	Start date	<u>End date!!!</u>
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Involvement of partners

Select partner(s) who will implement activities of this WP

<input type="checkbox"/>	Number	Name	Role	Abbreviation
<input type="checkbox"/>	1	Yrkeshögskolan Arcada Ab	LP	Arcada
<input type="checkbox"/>	2	Tallinna Ülikool	PP	TLU

Summary

Define the responsible partner(s) for the work package and other partners' involvement in it.



- Preparation activities and involvement of partners
- Partnership can agree on how to divide the lump sum

Dates of WP: not earlier than 1 January 2014
not later before deadline for submission of 1st and 2nd

step AF

Sum: LUMP SUM: project preparation
EUR 10.000 ERDF + own contribution



Management 1

WP details

Project management	WP start date May.2015	WP end date Apr.2017	WP budget (excluding the net-revenue) € 152.363,60
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Involvement of partners

Select responsible partner for this WP

1 - Yrkeshögskolan Arcada Ab

Select partner(s) who will implement activities of this WP

<input type="checkbox"/>	Number	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	1	Yrkeshögskolan Arcada Ab	LP	Arcada
<input type="checkbox"/>	2	Tallinna Ülikool	PP	TLU

Summary of this WP implementation

Describe project management structure, procedures and responsibilities of PPs on operational level (project management) and strategic level (project steering group), as well as planned measures for quality and risk management.

1 MANAGEMENT

WP Management

Start date

End date

Summary of the WP Management:

- Project management structures, procedures on operational level (project management group) and strategic level (project steering group)
- Responsibilities of project partners
- Internal communication within the partnership
- Measures identify and manage project risks
- Measures to ensure project quality
- Indicate if management will be outsourced and how related risks will be managed

1 MANAGEMENT

WP Management

Start date

End date

WP summary

- Project management structures, procedures on operational level (project management group) and strategic level (project steering group)
- Responsibilities of project partners
- **Internal** communication within the partnership
- Measures identify and manage project risks
- Measures to ensure project quality
- Indicate if management will be outsourced and how related risks will be managed



Project activities, deliverables

Activity 1 *project kick off*

Deliverables:

agenda of kick off
updated detailed work plan

Activity 2 *project steering group meetings (target value - 6)*

Deliverables:

agenda of meeting
minutes of meetings

Activity 2 *project management group meetings (target value - 6)*

Deliverables:

agenda of meeting... etc...

Example!



1 MANAGEMENT

WP Management

Start date

End date

- Operational and steering functions separated
- List each activity separately (e.g. kick off, project management meetings, steering group meetings)
- Enough cooperation (meetings) to ensure joint implementation
- Plan how to ensure project quality
- Plan how to identify and monitor project risks



T1 IMPLEMENTATION

Title of WP

WP start date

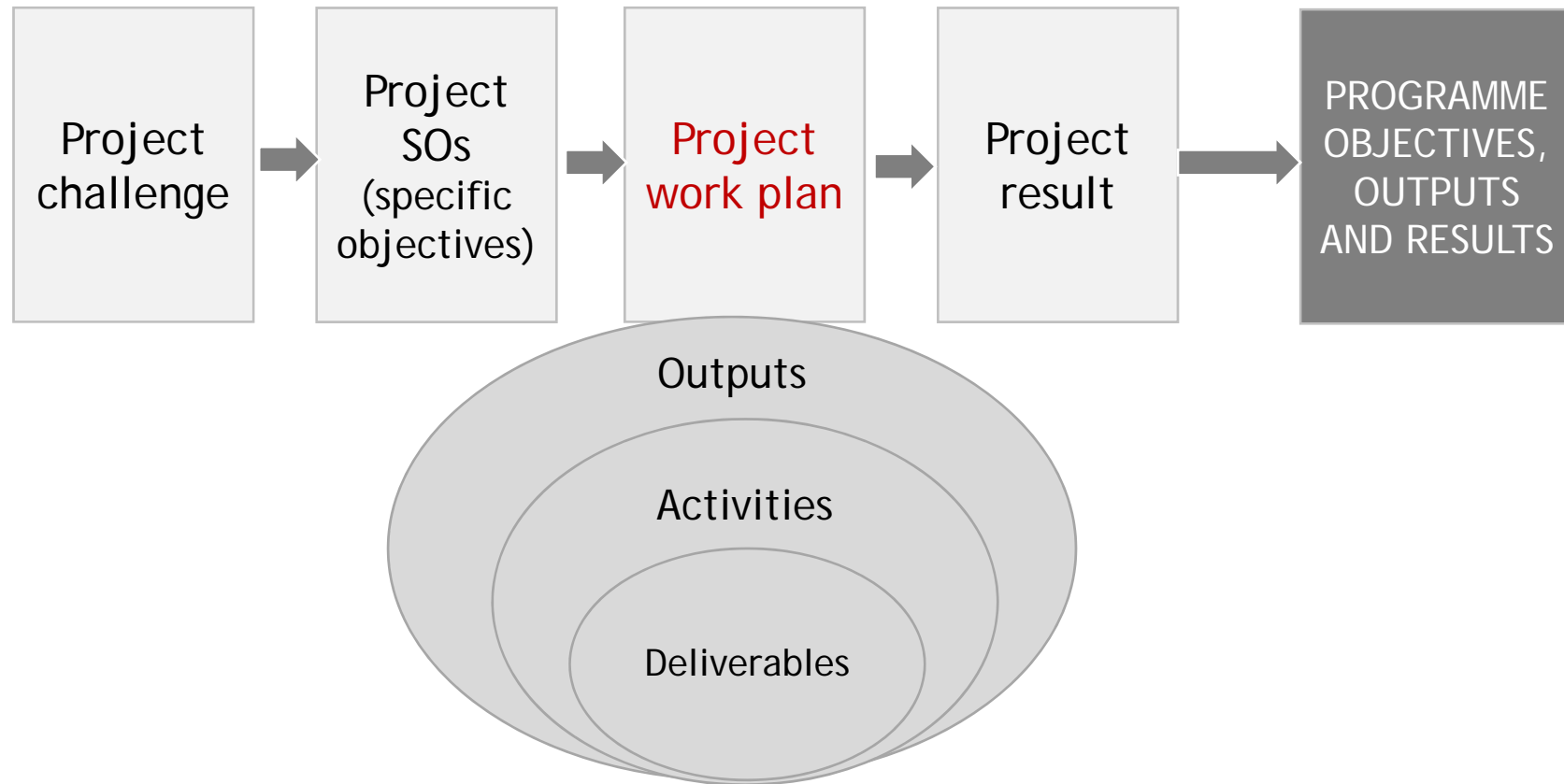
WP end date

How to define Implementation WP(s)?

1. Project intervention logic
2. Agree on bases for defining WPs (processes, themes)
3. Number of WPs



Project intervention logic



T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Outputs

The main achievement of a set of project activities

Activities

The actions or tasks necessary to implemented in order to achieve project outputs and objectives

Deliverables

The outcome or prove of implemented activity



T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Involvement of partners

Select responsible partner for this WP

1 - The lead partner organisation ▼

Select partner(s) who will implement activities of this WP

<input type="checkbox"/>	Number ↕	Name ↕	Role
<input checked="" type="checkbox"/>	1	The lead partner organisation	LP
<input type="checkbox"/>	2	project partner No 2	PP

Summary of the WP implementation

Provide short overview of the WP activity plan: shortly name the main aim of the WP, present logical sequence of activities, indicate clear roles and responsibilities of project partners.





T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

1. Description concrete enough to understand what why and in which sequence will be done
2. Avoid general information further justifying necessity for the project
3. Realistic responsibilities of the PPs



T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Project outputs

Project output .T1.1

Title



Description



Output indicator of chosen specific objective



Number of new enterprises supported



Date



Target value



March

2016

0,00 Number

255 Characters Remaining

2000 Characters Remaining

WP target groups

Select WP target groups from drop-down menu

Select target groups



Specify how target groups (including stakeholders, if relevant) will be involved in development of foreseen output(s) and benefit from this WP activities

2000 Characters Remaining

T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Project Main Outputs

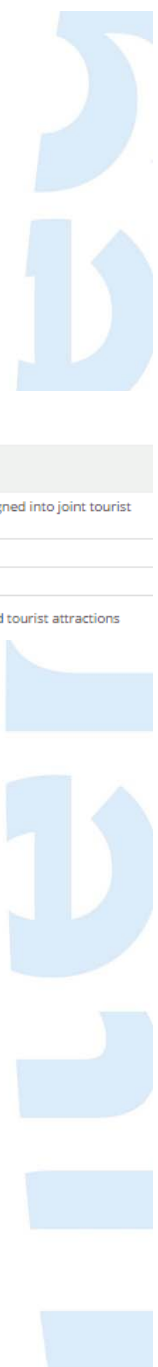
Programme Output Indicators	Project Output Indicator Targets	Measurement Unit	Project Main Output Quantification Target	Project Main Output Number	Project Main Output Title
Number of targeted joint attractions	1.0	Number	1.00	O.T1.1	Identified underwater cultural heritage sites with tourism potential designed into joint tourist attractions
			0.00	O.T1.2	Destination development
			0.00	O.T2.1	Testing the developed tourist attraction
Increase in expected number of visits to supported sites	2000.0	Number	2,000.00	O.T3.1	Increased number of visits to the Central Baltic area thanks to developed tourist attractions

1. Sum of target values of project outputs automatically is calculated in output table in project summary.

Project output



Programme output indicator



Programme output ind.	Project output indicator target	Measurement Unit	Project output target	Project output number	Project output
Number of joint attractions	1		0	T.1.1	Identified underwater cultural heritage sites with tourism potential designed into joint attractions
			1	T.1.2	destination development
Increase in number of visits	2 000		0	T.2.1	testing the developed tourist attraction
			2 000	T.3.1	increased number of visits to the sites thanks to developed attractions



T1 IMPLEMENTATION

Title of WP **WP start date** **WP end date (3 months till project end date)**

Activity A.T1.1

Activity title 255 Characters Remaining Start date End date Deliverable D.T1.1.1

Title 255 Characters Remaining Target value

1. Group activities in the WP in a logical way and in chronological order
2. No every day tasks not essential for project results.
3. Realistic time plan - if activity longer than 1 period, include intermediate deliverables for monitoring and indicate in which period it will be reported
4. List each activity separately and indicate deliverable
5. Take into account closure period



C COMMUNICATION

Communication

WP start date

WP end date



Summary

Summary description of activities carried out and contribution of each partner

Objectives

Project Objectives



Communication objectives



Describe how it is planned to meet project communication objectives!

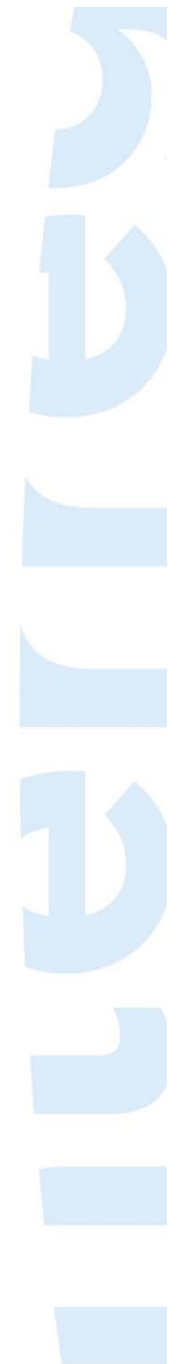
Raise awareness



Increase knowledge



Change behaviour



C COMMUNICATION

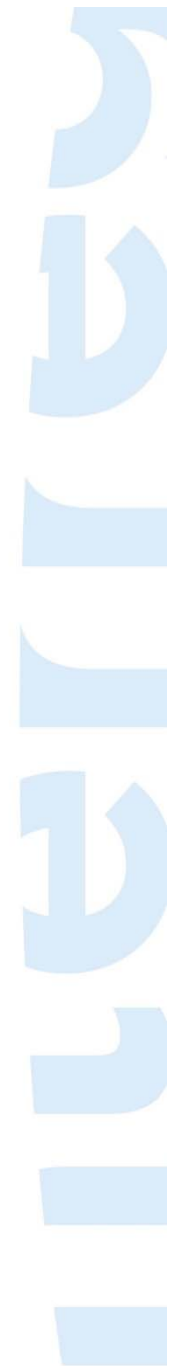
Communication

WP start date

WP end date



1. Plan concrete communication measures for your project target groups
2. Describe separate activities separately.
3. Include here only communication activities.
4. Take into account closure period.



I3 INVESTMENT

WP title

WP start date

WP end date



1.

Summary of WP Investment

Describe what investments are planned in the project, in what way investments are considered as cross border relevant.

2.

Justification of investment

Justify why investments are necessary to reach project objectives.

3.

Location of investment

Location

Nuts 0

SUOMI / FINLAND (FI)

Name of other region

From all regions

Nuts 2

Etelä-Suomi (FI1C)

Nuts 3

Kymenlaakso (FI1C4)



I3 INVESTMENT

WP title

WP start date

WP end date



4.

Risks associates with investment(s)

Describe risks in relation to the steps that have to be taken to complete planned investments.

5.

Investment documentation

Indicate what investment documentation is necessary (in case it is not ready during submission of application, specify indicative timetable).

6.

Ownership

Indicate owner(s) of the investment during and after project.



I3 INVESTMENT

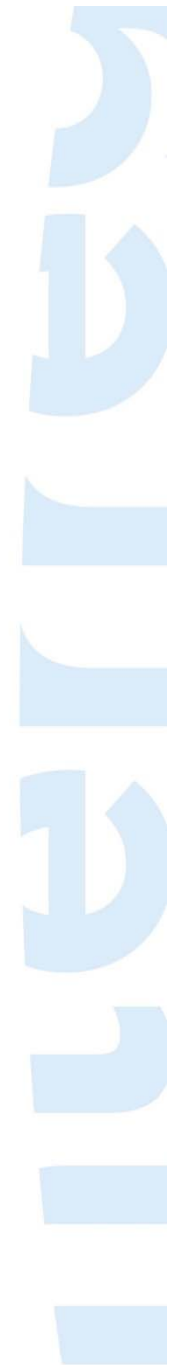
WP title

WP start date

WP end date



1. Provide description of investments, explain in which way investment is joint.
2. Provide justification why investment is needed.
3. Provide concrete information on status of technical documentation, attach available technical documentation to the eMS.



Time plan





Created automatically based on time allocations for activities under WPs.

Timeline	Period 1						Period 2						Period 3						Period 4						Period 5					
	2016						2017						2018																	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WP1 - Management	Activity 1.1																													
	Activity 1.2.																													
					Act						Act						Act						Act						Act	
	Activity 1.12.																													
WP2 - Implementation 1	Activity 2.1.																													
	Activity 2.2.																													
				Act							Act						Act						Act							
							Activity 2.7.												* Output 1.1											
													Activity 2.8						* Output 1.2											
					Act				Act								Act													
													Activity 2.12.																	
WP3 - Implementation 2							Activity 3.1.																							
													Activity 3.2.						* Output 2.1.											
													Activity 3.3.																	
													Activity 3.4.																	
WP4 - communication	Activity 4.1																													
				Act															Act											
	Activity 4.4.																													
													Activity 4.5.																	



Workplan: other parts

Target groups

Target groups  	Description  	Target value
local public authority	<input type="text"/> 255 Characters Remaining	<input type="text"/>
regional public authority	<input type="text"/> 255 Characters Remaining	<input type="text"/>

- Identified in WPs automatically transferred to this section
- Provide description and indicate target value you plan to reach during project



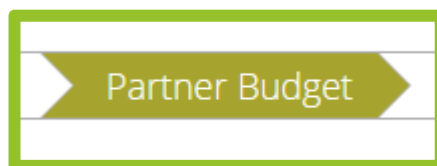
Workplan: other parts

Reporting periods

- Periods calculated automatically by the eMS
- Need to be recreated by the lead applicant if project start or end dates are modified
- Activities outside the programme area
 - If applicable, list activities to be carried out outside the programme area
 - Justify the activities
 - Add the total budget of these activities as well as the ERDF share



Budget



General issues

- Concentrate your resources towards achieving results
- Check coherence with activities
- Be realistic
- Involve financial experts from your organisation
- All costs are subject to applicable public procurement rules and each partner organisation is responsible for ensuring that these rules have been respected
- Include VAT only if it cannot be recovered by any other means

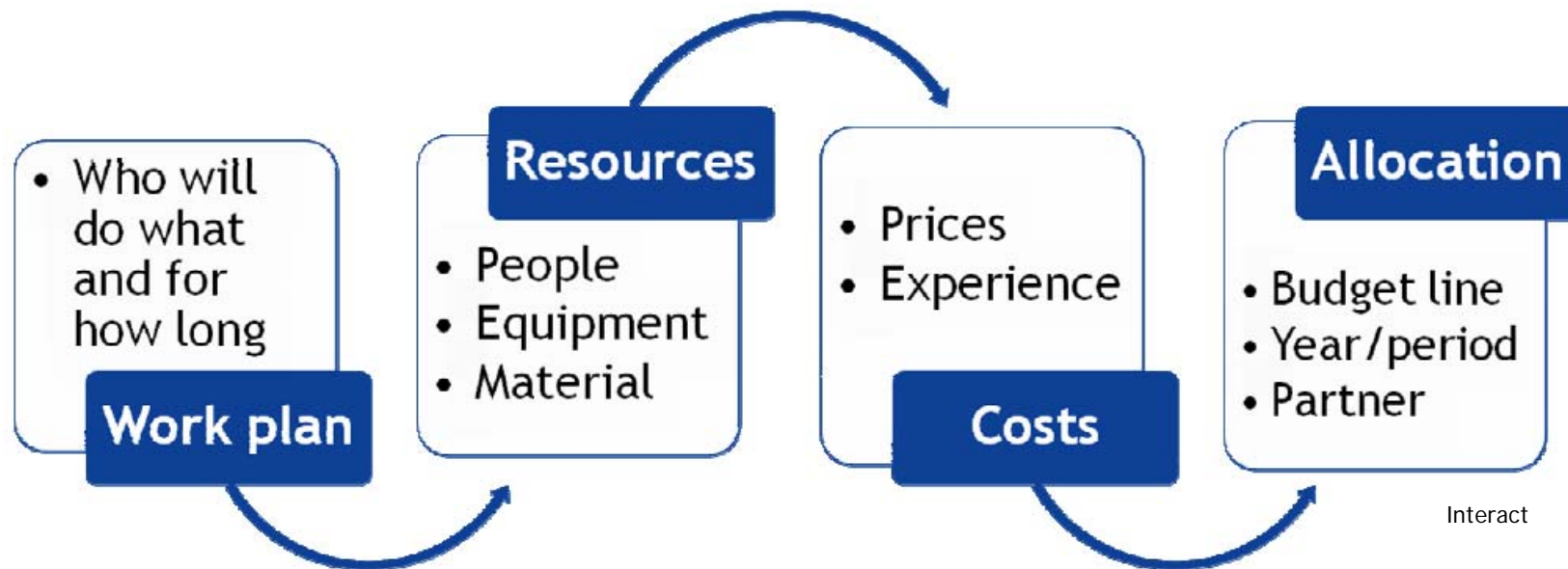


General issues

- Remember that the PARTNER budget is three-dimensional (budget lines - reporting periods - work packages)
- Same calculation method used in budgeting must be used also in reporting
- Not any unforeseen cost can be budgeted



Budget planning steps



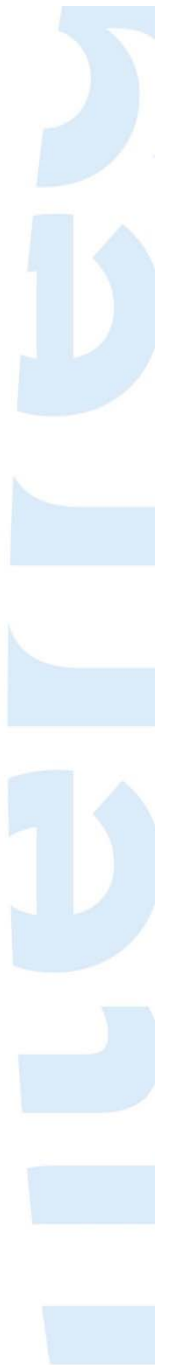
Amount of ERDF support

- The maximum ERDF rate for
 - Finnish and Swedish partners 75 %
 - Estonian and Latvian partners 85 %



Eligibility of partner contribution

- Both public and private partner contribution is accepted
- Partner contribution can consist of
 - the project partner's own funding
 - funding from other eligible organisations
 - Partner contribution statement



First step budget planning

- Indicative partner budgets
- Total project budget
- Total ERDF budget
- Total investments
 - Equipment budget line investment related cost
 - Infrastructure and works budget line
- Total staff cost



Budget lines

1. Staff costs
2. Office and administration
3. Travel and accommodation
4. External expertise and services
5. Equipment
6. Infrastructure & works
7. Net revenue



Budget - Staff costs

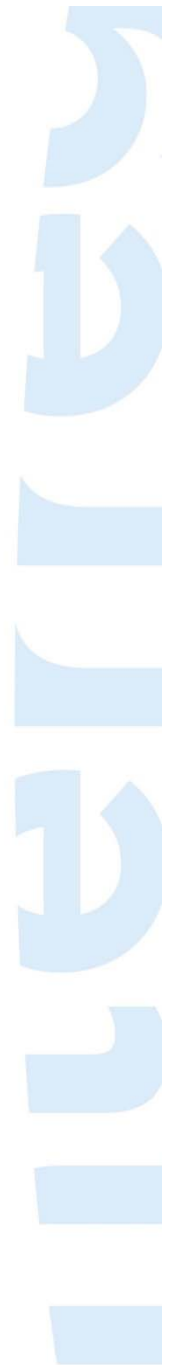
- Salary levels must be comparable to salaries paid for similar tasks in partner organisation or a comparable organisation in partner country + eligible components of staff cost
- Divide staff cost according to the relevant work packages and reporting period

Budgetline	Subbudgetline
Staff costs	+ Project Manager 100% , 3500 euro/ month x 1,3 co-efficiency
	Financial Manager 25%, 3200 euro/ month x 1,3 co-efficiency
	Communication manager hourly rate 25 euro (including 1,3 co-efficiency), total 300 hours



Calculation of staff cost

- Full-time working for the project
- Part-time with a fixed percentage
- Part-time with a flexible number of hours
- Hourly basis



Staff cost - Full-time

- 100 % working time for the project
- Basis for calculating monthly cost: total of the gross employment cost (gross salary + social and other eligible employment cost)
- Budgeting: project manager 100%, 3500 euro/month x 1,3 co-efficiency
- Monitoring: no timesheet needed



Staff cost - part-time with a fixed percentage

- Fixed percentage working time dedicated for the project per month
- Basis for calculating monthly cost: fixed percentage of the gross employment cost (gross salary + social and other eligible employment cost)
- Budgeting: financial manager 25%, 3200 euro/ month x 1,3 co-efficiency
- Monitoring: no timesheet needed, reported as fixed percentage



Staff cost – part-time with a flexible number of hours

- Part-time with a flexible numbers of hours worked on the project per month
- The staff costs can be calculated on the basis of (1) or (2):
 - 1) An hourly rate established based on the monthly working time (number of hours per month) fixed in the employment document
 - 2) An hourly rate established based on a standard number of 1720 hours per year



Staff cost - part-time with a flexible number of hours (1)

- Basis for calculating hourly cost: monthly working time fixed in the employment document
- Calculation method: monthly gross employment cost (gross salary including social cost and other eligible employment cost) divided with hours (monthly working time) fixed in the employment document= hourly rate
- Budgeting: communication manager hourly rate 25 euro (including 1,3 co-efficiency), total 300 hours
- Monitoring: time sheet needed; worked hours for project to be reported



Staff cost – part-time with a flexible number of hours (2)

- Basis for calculating hourly cost: latest documented annual gross employment cost
- Calculation method: latest documented annual gross employment cost (gross salary including social and other eligible employment cost) divided with 1720 hours per year = hourly rate
- Budgeting: communication manager hourly rate 25 euro (including 1,3 co-efficiency), total 300 hours
- Monitoring: time sheet needed; worked hours for project to be reported



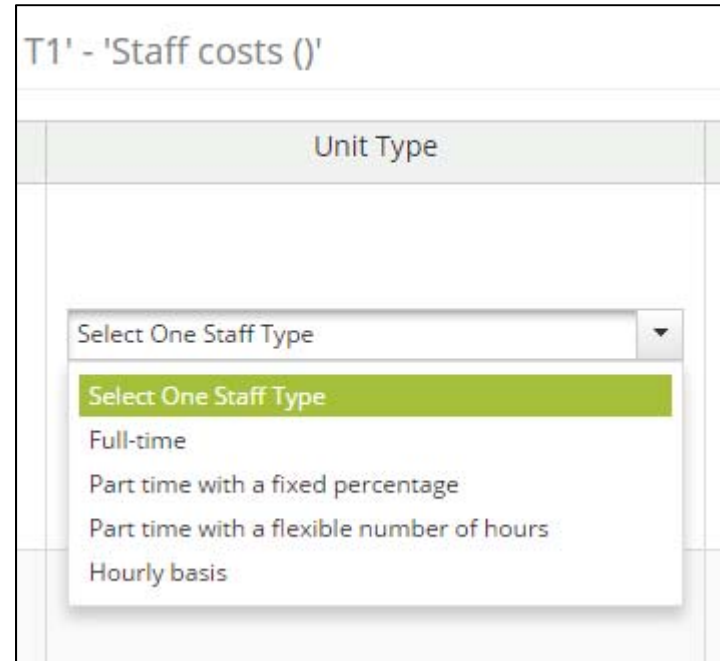
Staff cost - hourly basis

- Employee is contracted on hourly basis in the organisation
- Calculation method: hourly rate fixed in employment contract including social and other eligible employment cost
- Budgeting: communication manager hourly rate 25 euro (including 1,3 co-efficiency), total 300 hours
- Monitoring: time sheet needed; worked hours for project to be reported



Staff cost

- Based on Staff cost calculation method select:
 - Unit-type: full-time, part-time with a fixed percentage, part-time with a flexible number of hours or hourly basis in eMS
- The same calculation method will apply for all duration of the project



T1' - 'Staff costs ()'

Unit Type

Select One Staff Type

- Select One Staff Type
- Full-time
- Part time with a fixed percentage
- Part time with a flexible number of hours
- Hourly basis











Budget - Office and administration

- Calculated automatically as 15 % flat rate on top of the salary costs
 - Remember to “Recalculate budget” when changing the amount of staff cost
- Check the eligible costs from the Programme Manual and make sure they are not presented under other budget lines



Budget - Travel and accomodation

- Expenditure on travel and accommodation costs of the partner organisation that relate to delivery of the project
- Travel costs, accommodation costs, visa costs, and/or daily allowances
 - Daily allowances only for project staff
- Travel cost outside the programme area as separate cost item
- LUMP SUM: Preparation cost

Travel and accomodation	+	Central Baltic seminars (2 seminar, 2 persons)		
		Local travels to pilot sites (approx. 50 travels)		
		Project management team meetings (6 meetings, 3 persons)		
		Steering group meetings (3 meetings, 3 persons)		

No additional information to

Unit Type

Comment

Budget - External expertise and services

- The work by external experts and service providers must be essential to the project
- All costs related to external experts (e.g. travel expenses) must be recorded under this budget line and foreseen in the service contract
- Costs of external expertise and services that are linked to an investment must be included under this budget line









No additional
information to

Unit Type

Comment

Budget - External expertise and services

- No sub-contracting between project partners or associated partners is allowed
- Remember First Level Control cost for Finnish partners
- List each external expertise or service cost item above 5000 € to separate sub-budget line

External expertise and services +	FLC (6 reports)	 
	LUMP SUM: 3 workshops for developing aligned curricula	 
	Premises and catering for final conference (2 d, 70 persons)	 
	Technical expert on ICT-tools for curricula (200 hours, 90 e/ hour)	 







No additional information to

Unit Type

Comment

Budget - Equipment

- The equipment must be essential to project implementation
 - Purchased, rented or leased
- Full cost eligible only if used solely by project
 - In case of fixed investments in equipment and when equipment forms part of an investment in infrastructure, full cost is approved
- Depreciation apply if economic life-time exceed duration of project
- Cost items have to be listed separately

Equipment	+ Laptop (1) for project manager	 
	Mobile phone (1) for project manager	 
	Mobile phone for financial manager (25%)	 

No additional
information to

Unit Type

Comment

Budget - Infrastructure and works

- Covers costs related to investments in infrastructure that do not fall into the scope of other budget lines
- Includes costs for site preparation, delivery, handling, installation, renovation, and purchase of land, when applicable
- Explain each cost item separately in details – *“procurement by procurement”*

No additional information to

Unit Type

Comment

Budget - state aid

- Programme uses the *de minimis* aid regulation
- Organisation can receive up to 200 000 euros (ERDF) for a period of 3 (fiscal) year
- Project needs to self-assess the possibility of state aid
 - Economic activity
 - Economic advantage
 - Effect on competition and trade
- Consult with the Joint Secretariat



Budget - Net revenue

- Net revenue means cash inflows directly paid by users for the goods and services provided by the project
 - e.g. charges borne directly by the users of the project goods or services less any operating costs
- If a project receives income, the net revenue is what should be taken into account
- Net revenue received from the project activities will proportionally reduce the ERDF co-financing
 - To be reported 5 years after the project closure









No additional
information to

Unit Type

Comment

Budget - Applying for lump sums

- Bigger set of cost where a lot of individual cost are foreseen
 - production of a toolkit, organisation of a small local seminar, etc.
- Paid only after the whole set of the activities are fully implemented and indicators reached
- Lump sum is budgeted for the most relevant budget line
 - Present the cost as “LUMP SUM: name of lump sum”
- Each lump sum must be explained in details when submitting the application - prepare an annex (template available)
 - Explanation on activities
 - Costs in details with calculation method
 - Indicator for the lump sum; e.g. “Organised seminar to present implementation tools” or “100 participants in seminar”

External expertise and services	+	FLC (6 reports)		
		LUMP SUM: 3 workshops for developing aligned curricula		
		Premises and catering for final conference (2 d, 70 persons)		
		Technical expert on ICT-tools for curricula (200 hours, 90 e/ hour)		

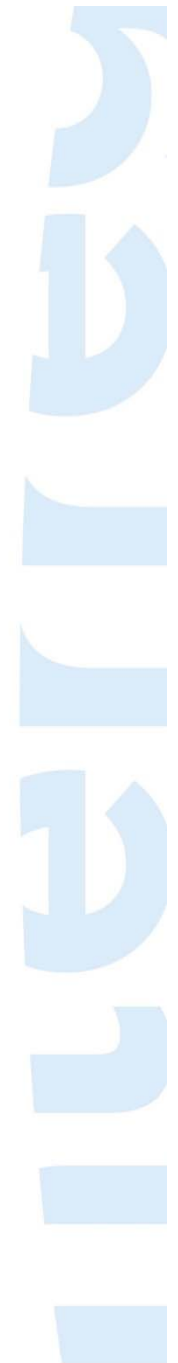
No additional information to

Unit Type

Comment

Lump sum example

Name of the lump sum	LUMP SUM: 3 workshops for developing aligned curricula
Activity/content of lump sum	3 workshops will be organised to develop aligned tourism curricula (30 ECTS). The curricula will be developed in three parts (3x 10 ECTS). Thus each workshop will cover one 10 ECTS entity development: 1) International marketing, 2) International hotel services, 3) International practical training. Each workshop will result as a draft version of 10 ECTS study module which will be part of the aligned curricula. Participants of the workshop are relevant thematic field experts and project manager from each partner organization and external expert (approx. 20 participant/ workshop). Duration of the workshops are 2 days. Two of them is organised in Finland and one in Estonia.



Lump sum example

Detailed calculation methods for lump sum	<p>2 workshops in Finland</p> <ul style="list-style-type: none"> - meeting room with equipment 400 e/day x 4 days = 1600 euro - coffee à 10 euro x 20 persons x 2 coffee breaks x 4 days = 1600 euro - small materials for creative part of the workshop 100 euro/ workshop = 200 euro - external expert 2000 euro/ workshop = 4000 euro <p>1 workshop in Estonia</p> <ul style="list-style-type: none"> - meeting room with equipment 150 euro/ day = 300 euro - coffee à 7 euro x 20 persons x 2 coffee breaks x 2 days = 560 euro - small materials for creative part of the workshop 100 euro/ workshop = 100 euro - external expert 2000 euro/ workshop = 2000 euro <p>TOTAL = 10 360 euro</p>
Total lump sum (EUR)	10 360 euro
Indicator	draft of study modules developed in each workshop = 3 x 10 ECTS draft study modules
Sources of verification	documented draft study modules per each workshop, workshop agendas, minutes from the workshops, list of participants from the workshops.



Budget - Other parts

- Define contribution
 - Indicate the amount and source(s) of own contribution of each project partner
 - Check compliance with partner contribution statement
 - Remember separate partner contribution statement from each "source of contribution"

Source Of Contribution	Legal Status	% of total partner contribution	Amount
Youth Association in Finl	public	87,34 %	€ 30.000,00
NGO in Finland	private	12,66 %	€ 4.348,84
Sub total public contribution		87,34 %	€ 30.000,00
Sub total private contribution		12,66 %	€ 4.348,84
Total			€ 34.348,84
Total target value of partner contribution			€ 34.348,84
Total eligible partner budget			€ 133.046,49

Budget

- Project Budget Overview
 - Calculated automatically

Project summary > Partner > Project description > Work plan > Project budget > **Project budget overview** > At

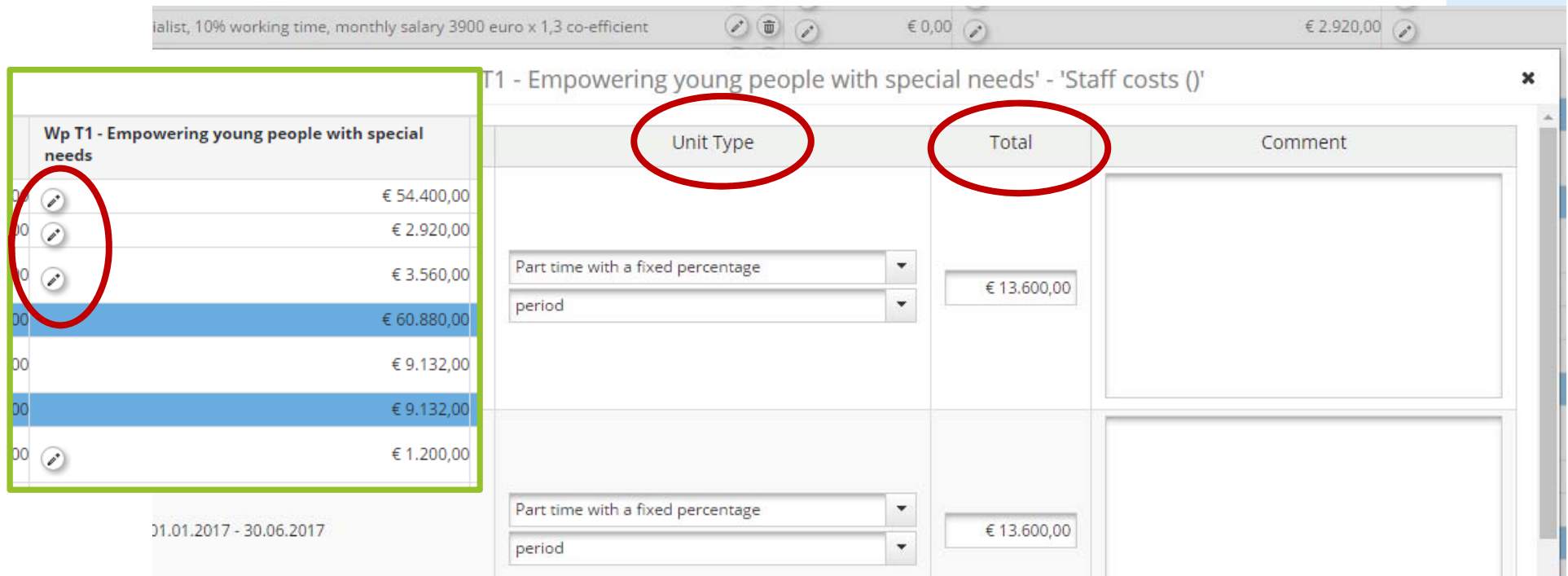
Project budget overview (total values)

Total project budget

Partner			Programme co-financing			
Partner	Partner abbreviation	Country	ERDF	ERDF Co-financing rate (%)	Percentage Of Total ERDF	Public co

Defining periods for staff cost

- Choose correct unit type and add total cost for the period - do not add any comments



Specialist, 10% working time, monthly salary 3900 euro x 1,3 co-efficient € 0,00 € 2.920,00

T1 - Empowering young people with special needs' - 'Staff costs ()

Wp T1 - Empowering young people with special needs	Unit Type	Total	Comment
€ 54.400,00			
€ 2.920,00			
€ 3.560,00	Part time with a fixed percentage	€ 13.600,00	
€ 60.880,00	period		
€ 9.132,00			
€ 9.132,00			
€ 1.200,00	Part time with a fixed percentage	€ 13.600,00	
	period		

01.01.2017 - 30.06.2017

Defining periods for other budget lines than staff cost

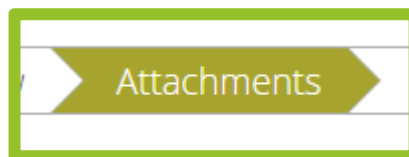
- Define total cost for the period - no unit type or comments to be added

Project manager, 50% working time, 3500 euro x 1.3 co-efficient € 0.00 € 54.400,00

Package Budget For 'Wp T1 - Empowering young people with special needs' - 'Travel and accomodation (Workshop in Sweden x 2, 10 persons, 3 days)

Period	Unit Type	Total	Comment
- 31.12.2016	<input type="text"/>	€ 0,00	
- 30.06.2017	<input type="text"/>	€ 4.000,00	

Attachments to application



Attachments

- Letter of Intent (only first step for regular projects)
- Confirmation letter
- Partner contribution statement
- Document verifying who has a right to sign on behalf of the lead partner organisation
- Other attachments
 - Declaration of financial capacity to undertake project activities
 - Template for lumpsums
 - De minimis declaration
 - Verification of jurisdiction and role of partners located outside programme area
 - Supporting documentation for investments

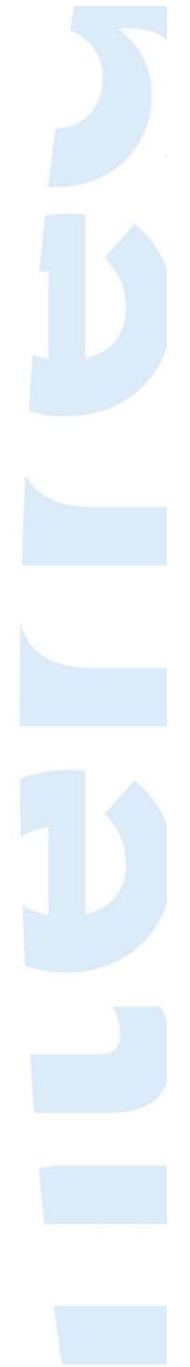


Attachments

- Project applications will be evaluated based on the information provided in the application form
- Large documents such as text versions of project plans will not be included in the evaluation process, so please do not attach them



Submitting the project application



Final checks before submission

- Check that numbers match
- Check that information matches
- Check technical eligibility criteria from the Guide for filling in the application
- Check content assessment criteria from the Programme Manual



Submission of the application

- All applications are to be submitted via eMS (with mandatory attachments)
- Check saved project - submit checked project
- Do not postpone submission to the last minutes!



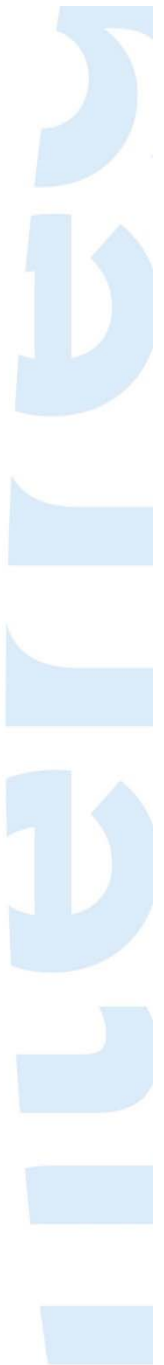
Dates and deadlines for small projects and 1st step regular projects

- Deadline at 15:00 on the 27th of February 2017 (Finnish time)
- Confirmation letter sent by post (stamped by 27th of February 2017) - small projects
- Steering Committee selects projects for funding - June 2017
 - Final decision for small projects
 - Approval for 2nd step for regular projects
- First possible small project start date 1st of July 2017



Dates and deadlines for 2nd step

- Second step call for applications open 12.6.-15.9.2017
- Deadline 15:00 on the 15th of September 2017 (Finnish time)
- Confirmation letter sent by post (stamped by 15th of September 2017)
- Steering Committee selects project for funding in November 2017
- First possible project start date 1st of December 2017



Assessment process

- Projects passing technical admissibility check will be assessed for their content
 - JS has the possibility of asking for missing information - quick responses expected
- Tandem assessment in the JS
- Conditions for projects may be set (not applied for 1st step regular projects)



eMS support



Support

- All questions related to the content of the application shall be directed to the project managers or coordinators of the JS
- Questions related to the technical functioning of the database shall be directed to ems@centralbaltic.eu



eMS

- e-Monitoring System (eMS) is a monitoring system software for INTERREG programmes
- Developed by INTERACT programme in co-operation with NWE, Central Europe, Central Baltic and AT-HU programmes




eMS use

- Used with a web browser (Internet Explorer, Chrome and Firefox current and one major version back supported)
- Access is gained by registering on the front page
 - Recommended that lead applicant will fill in the application, other partners will provide content
 - During project implementation all partners and programme bodies use the system, rights given by the JS/MA





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Central Baltic Programme 



Thank you!



European Union
European Regional
Development Fund